The below checklist of items that Duty should complete by COB the Wednesday after your duty week is completed. Note, Duty Week runs from Tuesday, 0000 hours through the following Monday, 2359 hours (seven days). Please add additional items or comment where needed.

- PUBs
  - o Update Comments in Palantir SAR tickets
  - o Update LES summaries in Palantir SAR tickets; and Publish
  - o Update FOUO summaries in Palantir SAR tickets; and Publish
  - o Upload LES Word docs to shared PUB folders
  - o Upload LES PDFs to shared PUB folders
  - o Upload FOUO Word docs to shared PUB folders
  - o Upload FOUO PDFs to shared PUB folders
  - o Upload LES PUB PDF to HSIN Intel
- EPAKs
  - o Respond to all EPAK requests
  - o Assign all EPAKs
  - o Review all EPAKs
  - o Send EPAK results to FBI
- SARs
  - o Assign all SARs that were received during your Duty Week. Note, you need to assign Update-SARs that come in during your Duty Week even if they reference SARs that were received before your Duty Week.
- RFIs
  - o Respond to all RFIs
  - o Work up all RFIs
  - o Send RFI results to RPs
  - o Close RFIs in Palantir
- TSCs
  - o Check HSIN for TSCs
  - o Work up TSCs
  - o Send TSC results to HSIN
  - o Close TSCs in Palantir